Date: Sir, (From)

PUC is a letter/Email received from _____vide F.No. _____, Dt._____

(a) in the case of _____.
(b) alongwith annexure _____
(c) wherein____
(d) regarding_____

PUC may kindly be perused

Main purpose of letter/ Table/List

(To)

In this regard a draft letter (for forwarding/addressed to) _____

_____Is prepared for onward transmission to ___ and File putup for kind perusal and signature please.